

County of Gloucester
Human Resources Manual

CHAPTER:	8 – SAFETY AND SECURITY	ADOPTED: 3/7/06
SECTION:	3 – BUILDING SECURITY AND EVACUATION	REVISED: 12/21/11

It is the duty and responsibility of all employees of the County to maintain the security of our office buildings at all times. Furthermore, it is important to be able to account for all employees during emergency evacuations.

All employees shall be issued a photo identification card within 7 days of hire. Should this card be lost or stolen, the employee must notify the Department Head and/or the Human Resources Department immediately. The employees may be charged a fee for a replacement card. The current fee for a lost or damaged ID card is \$10.00.

For employees who work in secured buildings, access to entryways will require fingerprint access and/or electronic key cards (key fobs). Electronic key cards are assigned to authorized employees and should not be loaned to anyone. This **required procedure** should be followed each and every time an employee enters and leaves any county building.

Employee:

Each and every time an employee enters and leaves any county building, enters his/her digit code, hits enter, puts his/her palm in reader, and the display should then read “ID Verified”, **OR** in the case of electronic key cards (key fobs), scan the key fob to the card reader.

Wears his/her photo IDs in a visible and prominent fashion.

Reports any unusual or suspicious persons or occurrences to their Department Head immediately.

Reports a lost or stolen photo ID card to the Human Resources Department within 24 hours.

Ensures that the information on his/her photo ID card is current at all times. Any changes in this information shall be reported to the Human Resources Department by the employee for issuance of a new card.

Surrenders his/her photo ID card to the Human Resources Department within 24 hours upon termination of employment.